



Human Resources

DATE POSTED: **February 17, 2006**

REQ. # 06-039

**NOTICE OF JOB OPENING
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS
EQUAL OPPORTUNITY EMPLOYER**

2300 Virginia Avenue Fort Pierce, Fl. 34982 – 5652

Telephone (772) 462-1546 Jobline (772) 462-1967

<http://co.st-lucie.fl.us>

This position must be posted for at least five (5) working days from **02-17-2006** TO **02-23-2006**, but will remain open until filled.

DEPARTMENT/DIVISION
AGRICULTURE

POSITION AVAILABLE
EXTENSION MANAGER/ PROGRAM SPECIALIST

OF OPENINGS
1

STARTING SALARY
\$43,576.42 / year

COMMENTS
New position approved by BOCC 02/14/2006.

VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

JOB CODE: 979
PAY GRADE: 22
SALARY: \$43,576.42 - \$66,757.18
EXTENSION MANAGER / PROGRAM SPECIALIST

MAJOR FUNCTION: Assist the County Extension Director by providing budget and reporting support while also conducting programmatic activities relative to consumer and business economics.

KNOWLEDGE, ABILITIES, AND SKILLS NEEDED IN ORDER TO PERFORM THE ESSENTIAL JOB FUNCTIONS:

Knowledge: Knowledge of personal finance, money management and business systems. Knowledge of economic indicators and interpretation/implications of indicators. Knowledge of county departmental operations including budgeting and reporting.

Abilities: Ability to develop and deliver subject specific programs to culturally diverse audiences of various age groups. Ability to develop an overall departmental budget and complete reports. Ability to manage grant requests, accounting and reporting. Ability to work flexible hours and perform occasional work related travel. Ability to establish and maintain effective working relationships with the public and fellow employees.

ESSENTIAL JOB FUNCTION: Provide educational programming that enables people to develop skills to better manage their personal and business finance. Work closely with County Extension Director, Extension staff, County administration, the public and other agencies. Performs related work as requested or assigned.

ESSENTIAL PHYSICAL SKILLS: Use of hands and fingers with dexterity. Good hand/eye coordination. Very frequent use of good near and far vision and good hearing, with or without correction. Periodic walking and standing. Ability to lift occasionally 30 pounds. Ability to operate County automobile for a period of one hour.

ENVIRONMENTAL CONDITION REQUIREMENTS: Moderate work inside the office in a sedentary position. Periodic meetings with departmental staff. Periodic attendance at meetings inside and outside the County office buildings.

WORK HAZARDS: Possible vision dysfunction due to heavy computer work.

SAFETY EQUIPMENT USED OR NEEDED: N/A

EDUCATION: A bachelor's degree in economics, finance, public administration or related field is required. A comparable amount of training or experience may be substituted for the minimum qualifications.

EXPERIENCE: Education, teaching or management experience is preferred. Experience in financial planning and working with local, state or federal agencies is preferred.

LICENSE, CERTIFICATION OR REGISTRATION: Valid Florida driver's license is required.

Union	Non-Union ✓	Exempt ✓	Non-Exempt
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